

Technical Branch
Cultural Group
Library Series

LIBRARY INFORMATION SUPERVISOR

09/96 (SAC)

Summary

Under general supervision, perform responsible and complex para-professional library duties and supervise employees engaged in para-professional library work providing patron service or performing technical work, as assigned.

Typical Duties

Provide highly complex patron assistance not requiring professional librarian assistance. Involves: researching and answering ordinary, complex reference inquiries; interviewing patrons to determine their needs and applying knowledge of library collection to select and locate materials; explaining the use of reference sources including online database searches and the Internet.

Supervise and perform duties related to processing patrons through circulation desk. Involves: training assigned personnel in: automated data base check in/out procedures, issuance of library cards, collection of fees and fines, material shelving techniques; performing same work assigned to lower-graded personnel at circulation desk; making decisions on matters requiring interpretation of policies and procedures.

Oversee and perform technical library activities. Involves: ensuring electronic data information system operates effectively through procedures implemented to control the data base relative to material acquisitions, invoicing, cataloging, maintenance and processing; participating in developing and revising procedures to enhance systems; performing tests for data base accuracy and resolving errors when detected.

Supervises subordinate personnel, if assigned. Involves: conferring with librarians to establishing task priorities, sequences and timing; planning, assigning and reviewing work; furnishing information used to make promotion, discipline or other personnel decisions; conducting training and development activities, including evaluating performance, as required; enforcing personnel rules and regulations, standards of conduct and work attendance, safe work practices; directing branch operations during temporary absence of librarian, if assigned.

Perform specialized library functions and other duties, as required. Involves: developing and implementing programs such as children's storytelling, summer reading programs, films and other events; operating bookmobile and perform related activities including establishing and modifying annual route schedule, administering material collection, and maintaining vehicle; substituting, if assigned, for immediate supervisor, or subordinates during temporary absences by performing specified responsibilities essential to maintain continuity to of customer service and similarly performing any duties of coworkers; assisting in preparation of budget data and statistics used prepare reports on such items as changes in methods, services and proposals.

Minimum Qualifications

Training and Experience: Completing of an Associate's Degree and four (4) years para-professional library experience; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable knowledge of: library operations, practices and procedures; library classification systems including the Dewey Decimal System; moderately complex computer automated library systems comparable to those currently in use. Good knowledge of: supervisory practices and procedures; the Library's role in the community common data base management, spreadsheet and word processing software.

Ability to: organize and prioritize workload; coordinate work with other functional units; justly and impartially exercise delegated authority to lead, motivate, train and evaluate assigned personnel; express oneself clearly and concisely both orally and in writing; research and maintain records in an automated environment; prepare and implement community outreach programs.

Skill in the use of common office equipment including mainframe terminals and personal computers and associated data base management, spreadsheet and word processing software.

Physical Requirements: sit and stand for extended periods of time assisting patrons, inputting data and checking in and out materials; climb step stools and read overhead to place books on top shelves (up to 8 feet high); occasionally required to move heavy objects, including carts loaded with books.

Special Requirements: If assigned to bookmobile, must possess a valid Class "C" driver's license; work evenings and weekends.

Director of Personnel

Department Head

OFFICIAL